

MINUTES
POLICE AND FIRE COMMISSION
Thursday, June 5, 2014
City Hall, Room 310
4:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, Jim Coates, Elizabeth Kostichka, and David Nelson

OTHERS PRESENT: HR Operations Manager Melanie Falk, Fire Chief David Litton, Police Chief Tom Molitor, HR Generalist Jen Smits

1. Roll Call.

The meeting was called to order at 4:00 pm by President Rod Goldhahn. Roll call was taken as noted above.

2. Approval of the minutes from the meeting of the Police and Fire Commission held May 1, 2014 and approval of the minutes from the special meetings of the Police and Fire Commission held May 5, 2014, and May 8, 2014.

Comm. Goldhahn requested a motion to approve all of the meeting minutes, as submitted. Motion made by Comm. Nelson, second by Comm. Kostichka. Motion carried.

3. President's Report.

Comm. Goldhahn commented on the budget spreadsheet discussion from the May meeting. He stated that initially the figures did not match, and because there were no charges in February, he had questions. Comm. Goldhahn stated that he went back through the spreadsheet and the numbers match. He stated that this issue is resolved.

Comm. Goldhahn reported that he had an opportunity to sit through the kickoff meeting of the Police Explorer group which went very well.

Comm. Goldhahn announced that at the graduation ceremony for the new fire recruits on May 30, 2014, the Commission presented the Meritorious Service Award to Assistant Chief Mike Nieft in recognition of his service to the community while serving in the role of Interim Fire Chief as well as his service to the department throughout his career. This award is the highest non-emergency award that a department can bestow on an individual. Comm. Goldhahn thanked Chief Litton and Lynn Beno for their assistance in this surprise presentation to Assistant Chief Nieft.

4. Communications.

- a. Budget Status Report**
- b. Budget Spreadsheet**

There were no questions or concerns. Comm. Goldhahn requested a motion to accept and place the communications on file. Motion made by Comm. Kostichka, second by Comm. Nelson. Motion carried.

- 5. Request to appoint Division Chief of Training and Support (Fire Dept.) from Interim to Regular Status. The Commission may convene in closed session pursuant to Sections 19.85(1) (c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn requested a motion to go into closed session. Motion made by Comm. Coates, second by Comm. Kostichka. Motion carried.

A motion was made by Comm. Kostichka to return to open session with a second by Comm. Nelson. Motion carried. It was reported out by Comm. Goldhahn that during closed session, the Commission confirmed the appointment of Brent Elliott to Division Chief of Training and Support and from interim to regular employment status. Comm. Goldhahn stated that Division Chief Elliott has done an excellent job, and the Commission congratulates him on his appointment.

- 6. Request to approve the 2014 Police Captain Promotional List.**

HR Operations Manager Melanie Falk stated that she had a revised document for the Commission that reflects a change in the recommendation. She explained that the previous document recommended that the list be effective through January 31, 2014. The new recommendation is to have the list effective for one year from the date the Commission approves the list, or until such time that it exhausts. She explained that contractual language states all promotional lists, for both Lieutenant and Captain, be effective for one year from the date the Commission approves it.

Ms. Falk explained that the Chief is anticipating a Captain retirement in December 2014 or January 2015. The Chief posted notice of this 2014 list shortly after the 2013 list expired. There was only one interested candidate, Lieutenant Kevin Warych. Ms. Falk explained that Lieutenant Warych was on the previous list and successfully completed that process. Because there is only one candidate and the components of the process are very much the same aside from revised interview questions or board questions, the recommendation is to waive the process for Lieutenant Warych and place him on the 2014 Promotional List. The Union is aware of the recommendation to waive the process, and they are in agreement with this approach.

Comm. Goldhahn requested a motion to approve the 2014 Police Captain Promotional List as described by Melanie Falk. Motion made by Comm. Nelson, second by Comm. Coates. Motion carried.

7. Request to approve the 2014 Police Lieutenant Promotional List.

Police Chief Tom Molitor announced that two individuals out of four passed the Lieutenant exam. Chief Molitor is very pleased with the first candidate, Officer Matt Secor, who scored the highest. Officer Secor had seven years experience with the Sheriff's department prior to his employment at the Police Department. Officer Secor worked for Chief Molitor in the Drug Task Force. The Chief explained that Officer Secor is a leader in the training field and as a Field Training Officer (FTO). The second candidate on the list is Officer Clint Beguhn, and he has five years with the department and three years previous experience as a Military Policeman. The Chief stated that Officer Beguhn should be a good candidate as well.

Comm. Goldhahn requested a motion to approve the 2014 Police Lieutenant Promotional List. Motion made by Comm. Coates, second by Comm. Kostichka. Motion carried.

8. Report from the Chiefs.

Chief Molitor reported that a dog handler will be retiring in June, and he has a 5 year old dog. A determination is being made on whether or not to replace this handler. At the current time and because of staffing levels, this cannot be done. A new handler is required to attend training in Albuquerque, and the department is looking into when the next session of school would be and whether the current dog would be fit for transition to another handler. These dogs can typically work for 7-8 years before they are retired. Thereafter, the handler is able to keep the dog if desired. A determination will be made after looking into the schooling and the condition of the dog. After the first of the year, staffing will hopefully be better. Currently, the department is recruiting for 7 positions. Once these are filled, the staffing level will be at 192. A question was asked regarding the number of working dogs with the department. The Chief stated that there are currently 6 working dogs.

Chief Molitor announced that the department is considering a change to the recruit academy. There are individuals who go through the police academy at NWTC or Fox Valley to get law enforcement certified, and then the Police Department hires them. The Chief stated that frequently these individuals need a refresher in some of the fundamentals before they can be put through the department training academy. This adds more time to the training process, typically 4-6 weeks. As a result, individuals from the Police Department have met with personnel from the Milwaukee and Madison Police Departments to take a look at their recruit academy process.

Chief Molitor commented on the limited number of candidates for the Lieutenant promotional list. He stated that the department should be getting officers who are well seasoned with 12-15 years of service. However, the Chief stated that the interested applicants are just meeting the minimum requirements. The Chief stated that the department is having difficulty attracting candidates for this position, and he feels this is the result of pay compression. Chief Molitor has been working closely with Human Resources to conduct wage surveys across the state to determine comparable compensation. Chief Molitor believes a portion of the problem is that individuals can

make more as a top officer with the department than they can as a Lieutenant. The Chief projects that in the future, Officers with only 5 to 6 years of service will assume these Lieutenant positions and this will result in these promotions being locked up. Officers coming into the department aspiring to be a leader may leave the department for another where there are opportunities. Chief Molitor has expressed these concerns to Human Resources, and they are working through some of these issues.

A question was asked to clarify the promotion process, specifically whether the candidate had to go through the selection process rather than just be appointed. Chief Molitor stated the promotion process for Lieutenants is spelled out in the Supervisor labor contract. All candidates must meet the minimum requirements. It was clarified that the Chief cannot submit a name for promotion.

Chief Molitor stated the Police Department is also working with Human Resources to revise the Patrol Officer selection process and the written test to align with what Chief Litton is doing with the behavior tests. Currently, the Patrol Officer written test is more general, similar to the ACT. The test Chief Litton is using also looks at specific behavioral skills. Chief Molitor is not satisfied with the current process, but he does not want too many variable changes so that we can identify what is and isn't working. The next test will include these changes and a recommendation will be brought to the Commission. Chief Molitor is encouraged by what the trainers and Human Resources are bringing forward, and he has some decisions to make.

Chief Litton thanked the Commission for coming to the recruit graduation ceremony. The recruits had a 4 day break after the 11 week training program. The Chief stated that these recruits cannot be bumped, moved, or floated for the next 6 months. By contract, personnel can be bumped by other personnel if someone calls in sick. However, within this 6 month, "Sacred Cow" period, the recruits cannot be moved for any reason. They are being assigned to either Station 2, 6, or 8. They will stay at a station for 2 months. Over the next 6 months, they will see 3 stations between the East and West side to give them an idea of the operations. At that point, the January posting will determine exactly where they will be. They are all excited to be out in the field.

Chief Litton announced that four interns started today from the Fox Valley Technical College Fire Program. They will be with the department for 6-8 weeks working a total of 18 shifts each. Several are Green Bay residents, one is from Appleton, and he was unsure where the other intern was from. Fox Valley Technical College students are selected if NWTC or Chippewa Valley do not have any interns available. The Intern program gives the department a window into the future.

A question was raised as to the track record of hiring these interns. Chief Litton responded that before the hiring process had started with Fox Valley, the intern program gave management insight into those individuals applying. The interns are being told they still need to go through the testing process. Between the testing process, what is observed in the field and how the intern performs could result in the interns rising to the top. Chief Litton stated that out of the seven that went through the recent program,

none of them were interns. Several interns did not complete their applications and were not selected. Chief Litton will monitor this to determine if any interns are going through the program and being hired on.

Chief Litton commented on a mediation session that was held on Monday, June 2, 2014 with a State mediator regarding the Hook and Ladder program. No resolution resulted. The same mediator/arbitrator came back and the arbitration took place on June 4th. A decision is not expected for several months.

Chief Litton stated that the current labor agreement will be expiring at the end of the year. He expects to see a demand to bargain by July 1st. Chief Litton has been working with Human Resources on the City's position. Any issues that would fall under the Commission's authority would be discussed around July or August in closed session.

A question was raised with respect to the Union's position on the Hook and Ladder program. Chief Litton stated that both sides feel this is a good program. The Union's position is that this is a violation of their contract and that the City should have bargained with them for the "extra duties". It's the City's position that it is a management right to assign them to those duties similar to what they already do.

9. Bills

- a. Tyre & Childs Invoice 1029 \$1,980.00**
- b. Personnel Evaluation, Inc. Invoice 08917 \$875.00**
- c. Prevea Invoice 89863 \$1,317.50**
- d. Prevea Invoice 89880 \$105.00**
- e. WFCA: The Daily Dispatch Invoice 3920 \$225.00**
- f. Indian Country Communications, Inc. Invoice 2208 \$148.20**

Comm. Goldhahn requested a motion to approve the bills. Motion made by Comm. Coates, second by Comm. Kostichka. Motion carried.

10. Set date of next meeting.

The next meeting will be held on July 10, 2014, at 5:00 pm in Room 310.

11. Patrol Officer Interviews. Please take notice that pursuant to §19.85 (1) (c) and (f) Wisconsin Statutes, the Commission may convene in closed session for the purpose of interviewing, evaluating and considering employment of Patrol Officer candidates.

Comm. Goldhahn requested a motion to enter into closed session. Motion made by Comm. Kostichka, second by Comm. Nelson. Motion carried.

A motion was made by Comm. Coates to return to open session with a second by Comm. Nelson. Motion carried. Comm. Goldhahn reported that during closed session, 6 Patrol Officer candidates were interviewed.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Kostichka, second by Coates. Motion carried.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Lindsay Kiesow, Recording Secretary

APPROVED: _____
Rod Goldhahn, President